



An Agency of the Government of Ontario

Current Opportunity:	Meeting Manager
Job Classification:	Full-Time
Department:	Event Co-ordination

A multi-award winning facility, the Metro Toronto Convention Centre (MTCC) has earned a solid reputation as North America's leading Convention Centre, and has held over 18,000 events and hosted over 55 million guests since opening for business in October 1984. Covering over 2 million square feet, the MTCC is Canada's largest convention facility, boasting seven exhibit halls, two large capacity ballrooms, and a beautiful 1,232 seat theatre among its many assets. It also houses 70 fully furnished meeting rooms, and 167,000 square feet of beautifully decorated pre-function spaces.

The MTCC is conveniently connected to Toronto's Union Station railway and transit station through the Skywalk and is also accessible via the city's underground PATH system.

MTCC is a Crown Corporation of the Province of Ontario and is proudly governed and led by an executive management team and an independent board of directors comprised of senior private sector business leaders. The mandate of the company is to position the Centre as a world-class destination, while helping to generate economic benefit to the community and at the same time remaining financially self-sufficient.

The Metro Toronto Convention Centre prides itself on its professionalism, responsiveness, and dedication to making every event it hosts memorable for its customers and guests alike.

A position has become available in the Event Coordination department for a candidate with previous experience in meeting coordination. This candidate will coordinate all aspects of assigned meetings and events, audio visual as well as food and beverage from initial contact through to the completion of the function/meeting. Working with clients, internal departments and service contractors, the candidate will ensure the smooth, efficient staging and production of corporate meetings and trade and consumer shows.

Job Description

Coordination:

- Coordinates and executes all aspects of assigned events including room set-ups, food and beverages, audio-visual requirements, floor plans, invoice finalization and follow-up
- Conducts on-site inspections/tours of contracted space with clients
- Provides guidance and advice to clients regarding optimal and efficient use of facility space including pre-function or common space



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- Consults and recommends on in-house services and pricing information.
- Forecasts food and beverage revenue for upcoming events
- Collects budget information to support and assist other departments
- Liaises with all suppliers and contractors as a partner ensuring building guidelines and specifications are understood and all client logistics are received and distributed accurately
- Promotes and up sells all MTCC services and all MTCC official and exclusive partners.

Customer Relations:

- Communicates daily with clients, departments, suppliers and contractors to ensure smooth efficient staging of event.
- Guides, educates and assists in the development and training of Event Coordinators and fellow meeting managers
- Participates in appraising Event Coordinator job performance
- Prepares letters, function arrangements and event resumes for distribution to departments and

Administrative:

- Review weekly bookings and assign events
- Assists in the department operation by participating in weekly departmental Operations meetings and producing various monthly reports when required.
- Attend daily Catering Operations Meeting

Job Skills and Requirements

- 1 year of experience working in Event/Meeting Management, Catering, or similar
- Experience in food and beverage including preliminary revenue forecasting, menu selection / proposals, food quantities and an understanding of banquet logistics
- Experience in Meeting Planning or organizing events and meetings and experience in Public and/or Trade Show Management
- A solid knowledge of room set-ups and logistics is required
- Computer literacy with Word, Excel and Outlook is essential
- Knowledge in EBMS would be an asset
- Friendly, outgoing, and hospitable team player who collaborates well with all individuals
- Highly detail oriented and a self-starter
- Strong organizational and communications skills
- Fluency in French is an asset
- Customer Service is a priority as is the need to work effectively within a team environment
- Working weekends, early mornings and late evenings will also be required



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For a behind the scenes look at how our team helps our customers create successful events, visit our Instagram page:

[@lifeatmtcc](#)

Interested applicants are asked to submit their application online:

<https://www.mtccc.com/careers/career-opportunities/>

Please note: The Metro Toronto Convention Centre is proud to provide employment accommodation during the recruitment process. During any stage of the recruitment process, applicants have the right to request accommodation.